

The Power of Simplicity**The ThinkHR Employee Handbook Builder: The Future of Your Employee Handbook!**

As part of our commitment to providing a best in class handbook experience, we're excited about our new partnership with ThinkHR to offer a new technology experience in managing your company's employee handbook!

Our new Electronic Handbook Builder technology provides both continued support from your Human Resource Generalist or through the HR Services support line, and adds the following:

- 24/7 access to your online handbook
- A new database of policies continually maintained and reviewed by a top Labor and Employment law firm for ongoing compliance
- Ability to apply real-time federal and state updates to your handbook throughout the year
- Ability to customize policies throughout the handbook, and add custom policies unique to your Company
- Downloadable Microsoft Word and PDF versions of your Employee Handbook for immediate distribution
- Online access to HR best practices and federal and state law compliance, housed within the Electronic Handbook Builder

If you'd like to learn more about this beneficial change and how it impacts your handbook, please contact your Human Resources Generalist directly or our HR Services Support line at 1-877-405-5877.

Paychex HR Solutions Clients:

The Employee Handbook Builder is the future of your employee handbook, previous versions of your employee handbook created outside of the ThinkHR Employee Handbook Builder will no longer be supported by Paychex.

Please contact your HR Generalist to learn more about the Employee Handbook Builder and to discuss legislative updates that may impact your handbook policies.

Employee Management Service (EMS) and HR Essentials (HRE) Clients:

The Employee Handbook Builder is the future of your employee handbook. Therefore, previous versions of your employee handbook created outside of the ThinkHR Employee Handbook Builder will no longer be supported by Paychex.

Please contact HR Services Support at 1-877-405-5877 to learn more about the Employee Handbook Builder and to discuss legislative updates that may impact your handbook policies.

Handbook Policy Legal Update News for Paychex PEO Clients:

Because of recent changes in applicable state and federal employment law, we have revised our certified employee handbook database. Applicable updates to our core employee handbook and state-specific inserts will be sent to you directly. Please contact your HR Generalist for more information on your employee handbook and policy updates.